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ENG 3001-007: Advanced Composition

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ENGLISH 3001, SECTION 07 – ADVANCED COMPOSITION

Professor: Dr. Marjorie Worthington
Office: Coleman Hall 3321
Phone: 581-5214
Email: mgworthington@eiu.edu
Class: TR 5:00-6:15pm, Coleman Hall 3691
Office Hours: TR 2:00-5:00pm, or by appt.

Texts: *Nickel and Dimed*, Barbara Ehrenreich
Bait and Switched, Barbara Ehrenreich
How to Write for the World of Work, Cunningham, Smith and Pearsall, Eds. (WWW on syllabus)

Course Objectives include (but are not limited to):

- Understanding and practicing several different forms of writing
- Developing an effective writing *process*, including invention, drafting and revising.
- Learning to collect evidence and research related to writing
- Developing an effective mode of working with peers on peer review and editing.
- Incorporating substantial revision into the writing process.

NOTE: This is a writing-centered course. This means that some assignments are suitable for submission to the Electronic Writing Portfolio; in this case, the “Research Synthesis” is the assignment you may submit to the EWP. It is your responsibility to submit the essay yourself; I will not be reminding you of procedures and deadlines.

POLICIES:

Attendance: Your consistent attendance and participation are necessary to make this class the vibrant exchange of ideas it should be and I take attendance every day (even if you do not see me doing it). You are permitted no more than three unexcused absences. Each unexcused absence after three will lower your **final** grade by thirty points (3%). Excused absences are accompanied by appropriate legal or medical documentation.

Conferences: The hours listed above are times when I will be in my office ready to meet with students. You can also make a special appointment to see me if you are unable to come during office hours. I encourage you to come and talk to me about your work as often as you like.

Plagiarism: Plagiarism is defined as appropriating words or ideas that are not your own without giving proper credit. The temptation to plagiarize can be great, particularly in the advent of extensive computer technology and the collaborative nature of our class. However, the consequences of plagiarism are dire and will result in a grade of F for the assignment and possibly for the course. It will also result in a report to the Judicial Affairs Office.

Disabilities: If you have a documented disability, let me know what accommodations you require.

Written Assignments: All of your written assignments must be word-processed unless otherwise stated. You should purchase a folder in which to hand in these assignments because each essay assignment will consist of several different parts that will be turned in on the due date. Assignments **must** be submitted, in their entirety, **on the day they are due** unless you have made prior arrangements with me. Written assignments consist of those listed below, as well as several shorter assignments that will arise as the course progresses. Some of these will be done as in-class activities, some as out-of-class assignments. Consistent attendance is necessary, as this course and the assignments connected with it will change and develop according to the direction in which we want the course to go. You must complete all major written assignments (including the final presentation) to pass this course.

Peer Review: Before each of the major essay assignments are due, you will be asked to bring several copies of your rough draft to class. In groups, you will distribute those drafts and read the drafts of your peers, providing suggestions to aid them in the revision process. This kind of collaborative work is extremely helpful, to the essay reader as well as to the writer. However, although I want you to read each other's essays and help each other with them, do not collaborate to the extent that you borrow each other's words, phrases or ideas.

REQUIREMENTS: YOU MUST COMPLETE ALL OF THE FOLLOWING WRITTEN ASSIGNMENTS TO PASS THIS COURSE.

Employment Narrative (4-5 pages): This assignment requires you to write a coherent narrative describing a job you once held or now hold.

Employment Research Essay (4-5 pages): For this assignment, you will do some outside research about the job you wrote about for your narrative. What can you find out about your specific company or workplace? About this type of job in general? What kind of life would this job provide for someone who did it for a living?

***Nickel and Dimed* Update Research Essay (4-5 pages):** Do some outside research about Ehrenreich's findings and whether they still hold true today.

Research Synthesis (8-9 pages): Here you will take the information gleaned in the above three essays—the personal and the general—and synthesize it into a coherent research essay with a thesis statement and an argument sustained throughout.

Memo (1 page or less): The interoffice memo is still a widely used form of business writing.

Persuasive Letter (1 full page): The object here will be to attempt to convince someone to buy something from you, refund your money, or adopt your policy.

Application Letter (1 full page): Every time you apply for a job, you will send a resume and a letter of application which introduces yourself to the prospective employer. This is one of the most difficult forms of writing in the course, for writing honestly and cleverly about oneself is not easy. Included here will be a job ad for a specific job for which you wish to apply and an inventory of the employer's relevant information.

Resume (1 full page): This assignment will consist of your resume and a personal inventory that you will do prior to the resume but which will help you in crafting the resume.

Group Proposal (15-20 pages, including visuals): Much of workplace writing is collaborative. For this assignment, you will work in a small group to make a proposal for improvement of some kind. You will divide the work, yet come together to collate the final report, making sure it is coherent and unified. The report will contain visual aids, such as charts or graphs, to facilitate understanding.

Oral Presentation (15 minutes per group): Each group will present its findings to the class in a manner they see fit. Each member of the group must participate in the oral presentation and the presentation must include visual aids of some kind.

Grade Breakdown:

Employment Narrative	5%
Employment Research Essay	10%
<i>Nickel and Dimed</i> Research Essay	10%
Synthesis Essay	10%
Memo	5%
Persuasive Letter	10%
Application Letter	10%
Resume	10%
Group Proposal	20%
Oral Presentation	10%

ENG 3001 READINGS AND ASSIGNMENTS

- Jan. 12 T Introduction
14 Th READ: Intro and Chapter 1 to *Nickel and Dimed*, Employment Narr. Assigned

19 T Employment Narrative Peer Review, READ: *Nickel and Dimed*, Chaps. 2-3
21 Th Employment Narrative Peer Review, *30 Days* episode

26 T READ: *Nickel and Dimed*, Chap 4, **Employment Narrative due**
28 Th READ: WWW 2, 3 & 21, Employment Research Essay Assigned

Feb. 2 T **CONFERENCES**
4 Th Employment Research Essay Peer Review

9 T *Nickel and Dimed* UPDATE Essay Assigned, **Employment Research Essay due**
11 Th READ: WWW Chaps. 4-5,

16 T READ: Intro. and Concl. of *Bait and Switched*
18 Th *Nickel and Dimed* Research Essay Peer Review

23 T ***Nickel and Dimed* Essay due**, Research Synthesis Assigned, synthesis handouts
25 Th READ: Practice Syntheses

March 2 T Research Synthesis Peer Review, Group Project assigned,
4 Th READ: WWW Chaps. 1 & 8, Memo Assigned, **Research Synthesis due**

9 T Memo Peer Review, Persuasive Letter assigned
11 Th READ: WWW Chap. 8 cont'd, **Memo due**

SPRING BREAK

- 23 T READ: Chap 9, Persuasive Letter PR, **Group Audience Analysis due via email**
25 Th Assign Resume & Application Letter, **Persuasive Letter due**

30 T **Bring your own job ad, Employer Inventory due**, WWW Chapter 10
April 1 Th READ: WWW Chaps. 13-15, **Employee Inventory due**

6 T READ: WWW Chaps 18-20, Resume & Application Letter Peer Review
8 Th **Group Conferences with me, Group Research & Writing Plan due**

13 T READ: WWW Chap. 6-7 & 12, **Application Letter & Resume due**
15 Th **No Class—meet with groups,**

20 T Oral Report assigned, **Group Progress Report due via email**
22 Th Group Project Peer Review

27 T **Group Project Peer Review & Group Presentations**
29 Th **Group Presentations, GROUP PROJECTS DUE**